

HHMBA Guidelines-Policies and Procedures

Revised October 2017

Purpose: The purpose of the Policies and Procedures is to offer a guide for the members of the HHMBA. All policies and procedures will be effective as of December 1, 2014.

Authority: In an incidence where a Policy or Procedure infringes on any article of the Constitution, its Bylaws and accompanying Rules and Regulations, the Constitution shall be the governing source. Policies or procedures previously established by a HHMBA Executive Committee shall continue to be in effect if not contradicted by this Guide. Policies and Procedures previously established which are contradicted by this guide shall be void.

Terms and Changes: The Executive Committee of the HHMBA may review, update and revise the Policies and Procedures as required. The Policies and Procedures will be reviewed annually.

HHMBA Executive Committee Meeting

The HHMBA Executive shall show a united front in public. Any difference of opinion over issues should be worked out at meetings, and once a decision is made through consensus or vote, the HHMBA Executive shall work to implement these decisions, regardless of personal opinion.

Logistics and Planning

1. Registration

1.1 Dates and Location of Registration

1. Dates for House League and Travel Teams Registration will be set as part of the budgeting process and announced to the membership on or before January 1st of each year.
2. Registration and payment shall take place on line through the HHMBA website. Electronic payments will be the preferred method of payment.

1.2. Registration-Advertising

1. At least one advertisement will be placed in the local newspaper, by the Director of Community Relations and Communication, prior to the first of February to promote both Travel team and House League registration. The ad should contain the closing date for registrations.
2. An email blast will be sent to all registered players from the previous season, to inform them of the opening of registration.
3. At least one advertisement for Eagles (Travel) Coaches and Head Coaches will be placed in the local newspaper by mid-July. Notification will also be put on the league website, publicized through Social media and other available sources.
4. Social media will be used to advertise House League registration, Eagles Travel team registrations and to advertise for Coaches and Head Coaches.

1.3 Registration Fees

1. Eagles' registration fees will be set no later than the first HHMBA Executive meeting following the Budget Meeting each year.
2. No player may practice or play with a HHMBA House League or Eagles (Travel) team during the **regular** season until the Registrar has received the full payment and the player is registered through the HHMBA website.
3. No Player may attend a HHMBA House League winter development clinic without completing the full registration process, including payment.
4. Eagles (Travel) and House League fees must be paid in full on line via the HHMBA's preferred method of payment. Players added to the roster after the registration opens, must pay in full at the time of their registration. .
5. The League Treasurer, in collaboration with the League Registrar, will prepare a list of families with outstanding balances owing, including outstanding fees from the previous seasons, and present it at the April Board meeting. Families with unpaid balances from the previous season must clear up any debt from the previous season before their registration will be accepted the following year. Players with outstanding debt from the current season will be removed from the team immediately and not permitted to participate in any team activities, games, practices, tournaments, etc, until a payment plan is in place. The League President will contact all players with a balance owing immediately after this meeting and inform the family that their player cannot return to the diamond until the balance is paid in full. The President will also inform the player's coach that the player is unable to return to the diamond until his/her fees are paid in full.
6. Players who receive financial subsidy through an outside agency, ie. Canadian Tire Jumpstart, must contact the Registrar, at info@hhmba.ca to provide them with the contact information for the third party billing and work through the registration process with the Registrar. The player may not practice with their team, or play exhibition or league games until confirmation is received from the paying organization that the fees will be covered for the season.
7. Families with extenuating circumstances may appeal to the Executive Committee for

financial assistance or alternative payment arrangements. The appealing family, or their representative, would appear before the Executive Committee with a proposal for the group's consideration. An in-camera session of the Directors would be held and the decision of this group would be communicated to the family within one week of the appeal. Families with extenuating circumstances, will work through their registration with the League Registrar directly. Registrations will only be accepted if there is available space in the division. Emails should be sent once registration opens to info@hhmba.ca

1.4 **Waiting List Registration**

1. Each division within the HHMBA will have a "player cap" set each season. Once the cap is reached, players will be redirected to the League Waiting List. Players from the waiting list will be placed on a team if and when a space comes available. These players must then complete their registration online and provide payment at that time, to be placed on a team.
2. No registrations will be accepted once team rosters are full. Registrants will be directed to the website's waiting list form and the waiting list will be maintained electronically.

1.5 **Registration Refunds**

1. The HHMBA has adopted a NO REFUND rule for Eagle Travel teams. Refunds of individual team fees are up to the discretion of the individual teams.
2. For House League teams, refunds will be considered, when a written request is submitted by email to info@hhmba.ca. Requests submitted prior to the start of the season will be issued a 75% refund; requests submitted prior to the June 1, but after the start of the season will be issued a 50% refund; and requests submitted after June 1 will not receive a refund.
3. The HHMBA strives to be an inclusive organization, providing an opportunity for all players to engage in our recreational programs. That said, baseball is a skill based sport with rules, and there are situations where the sport is not a fit for a child or family. In situations where the Director of House League or Travel Teams, through communication with the family, deems that the HHMBA is not a fit for a player or family, the HHMBA Executive will convene. Through discussion, a decision can be made where an appropriate refund will be decided upon and returned the families.
4. Consideration of refund requests may be given in exceptional cases by the Director of the appropriate House League level, the appropriate Director of Eagles (Travel) and the President. Any refund will be subject to a \$25 handling fee.

2. **Sponsorship**

2.1 **Soliciting Sponsors**

1. The Director of Communications and Community Relations will be responsible for engaging a Sponsorship Committee made up of parents, coaches, and interested Community Partners, and will be the direct contact between this committee and the Executive.
2. The Director of Communications and Community Relations will be responsible for ensuring that positive relationships with sponsors are maintained throughout the season. The Director of Communications and Community Relations will not only maintain a listing of the sponsors held for House League teams, but he/she will also reach out to Eagles Travel teams to ensure that these sponsors are also provided appropriate recognition for their contribution to the HHMBA.
3. The Director of Communications and Community Relations will create and maintain a database of the sponsors to be approached and ensure that letters of request are sent to all potential sponsors by January 15th each year. Working collaboratively with the League Treasurer, payments will be recorded and respectful follow up will occur to ensure that all

payments are received by the end of March.

4. Letters of request will include the types of sponsorship needed: House League Teams, Day of Champions, House League Tournaments, Eagles Tournaments, Select Tournaments and Newspaper Advertising. A sponsorship letter template will be provided to Eagles Travel teams to assist with their sponsorship quest. This template will be sent to Eagles Travel Team coaches within 30 days of their appointment.
5. Working collaboratively with the Director of Support Services and the Registrar, prior to ordering uniforms, all sponsor requests will be reviewed, to ensure that specific sponsorships are assigned to the appropriate teams/player/coach. Ideally, team uniforms will not be ordered for sponsors who have not paid in full.
6. A list of sponsors and amounts paid will be submitted to the Treasurer of the Association from each Rep and Select team by June 1st or as soon as practical.

2.2 Sponsorship Fees

1. Sponsorship fees will be set as part of the budgeting process.
2. Invoices will be emailed to all sponsors who replied before the deadline by the Treasurer, and payment will be collected by March 30th. Sponsors who have not paid by this time will be phoned by the Director of Communications and Community Relations, or his/her delegate to remind them of the payment due.
3. Any sponsor who has not paid their sponsorship in full for the previous year will not be accepted for sponsorship in the current year unless the debt is paid in full and the current year's fee is received.

2.3 Sponsorship Recognition

1. House League drafting procedures will be monitored to ensure that they correct sponsor, division, coach and/or player tie-ins are achieved.
2. Uniform orders will be checked collaboratively the Director of Support Services and Communications and Community Relations for correct sponsor information (ie. Logo, name, spelling, colours) before order is approved for printing.
3. Recognition of team sponsors, including those for Eagles Travel teams:
 - a. Will be placed on the HHMBA web page, with a link to the sponsors' websites, (assuming that they meet the criteria for web-only sponsorship level).
 - b. Will be included on the League's sponsorship banner that is hung at the Association's batting cage at Fairgrounds #1.
 - c. Will be mentioned on Social media, whenever appropriate.
 - d. Invitations to participate in Association events (tournaments, photo day, training events) through physical participation or provision of promotional materials or SWAG for participants.
4. At the completion of the season, a recognition plaque will be delivered to each House League sponsor, along with a thank you document from the HHMBA Executive Committee and an invitation for sponsorship for the coming season. Final dispersal of the plaques should be completed before September 15th of each year.
5. The Director of Communications and Community Relations will also connect with Travel teams to determine if they require a sponsorship recognition plaque. The cost for this plaque would be charged back to the individual teams.

2.4 Sponsor in the Game Reports

1. House League teams will be referred to according to their sponsor, ie. Armstrong Insurance Green Eagles.
2. A list of the sponsors, with complete names and correct spelling, will be given to the appropriate Director of House League and the Director of Technology before the start of the season. This list will be entered into the HHMBA system database before the start of play for the season.

2.5 **Sponsorship Packages**

1. Sponsors will receive regular electronic communications regarding: a pre-season package containing a team schedule, an invitation to be in the team picture on Picture Day and an invitation to any Volunteer Activity.
2. News updates will be sent to all sponsors (newsletters, team status, etc). Each sponsor will receive an invitation to present team awards at the Day of Champions plus a mid summer newsletter if available.
3. When the locations and times are available for the Day of Champions, each coach will phone his/her sponsor with the information. Coaches will receive their sponsor contact person's name and phone number prior to this time from the appropriate Director of House League.

3. **Fundraising**

3.1 **Major Fundraiser**

1. The decision to hold a major fundraiser for the year will be made during the budget setting process after the Annual General Meeting. The HHMBA President will be responsible for engaging a Fundraising Committee made up of parents, coaches, sponsors and interested Community Partners, and will be the direct contact between this committee and the Executive.

3.2 **Other Fundraisers**

1. During tournaments and during the Day of Champions, a 50/50 draw may be held.
2. All Eagles Travel Teams fundraising activities must be communicated to the Directors of Travel Eagles who will report to the HHMBA Executive Committee. The fundraising amounts and activities should be detailed as much as possible in the budget submitted to the Association.

4. **Town Contact**

4.1 **Contact Person**

1. The Recreation and Parks Department requires that all organizations services and/or facility use select one representative to act as the department contact person. The Director of Logistics and Planning, or his/her designate shall be this person.
2. The selected individual must be available in person, by phone or by email during regular office hours, 8:30-4:30 Monday through Friday.
3. The League President, is responsible for completing the Registered Group renewal form with the Town of Halton Hills and supplying all required information including, up-to-date player rosters with ages and addresses, and all other requested information to support the renewal process.
4. No other person may contact the Recreation and Parks Department, members of Town Council or employee on behalf of the HHMBA or present themselves as an agent of the HHMBA without prior permission from the Executive Committee. The League President may be in contact with the Town for matters other than routine scheduling, permits and financial matters. An element of the role of President is acting as a League representative on Special Projects or for Special Events that may occur and in these cases the Town may contact the League President or vice versa. In addition, there may be instances where the League President attends meetings convened for the purposes of advancing the agenda of the League such as Ball User's Group Meetings or other similar meetings.

4.2 **The Role of the Contact Person**

1. This person is responsible for submitting all necessary information to the department by the date(s) required, for the required submissions and for all requests for facility use and services.
2. This person, in collaboration with the League Treasurer, is required to handle all departmental financial matters, sign and ensure the enforcement of all departmental documents and attend departmental meetings, or send a designate, as required.
3. This person is responsible for communication to the appropriate department contact, and schedule changes (ie, rainouts), maintenance and/or special requests or other pertinent information on behalf of the HHMBA. It is also the responsibility of the Contact Person to communicate to the HHMBA the necessary departmental information ie. Permit changes, maintenance request forms, upcoming special events, etc.
4. If for any reason the contact person's information changes or a new contact person is selected by the HHMBA, the TOHH Facility Scheduler must be advised as soon as possible.

5. Scheduling

5.1 Requesting Diamond Time

1. In December, the Scheduling Request Package is received from the Town of Halton Hills giving information on playing field availability and booking request procedures plus the deadline for completed applications for playing field allocation. The Director of Logistics and Planning must complete an Application for Use of Park Facilities for the coming year and make sure that the Recreation and Parks Department receive it by the set deadline.
2. Proposed player numbers for the season, plus any requests from Eagles Travel teams should be reviewed prior to applying for the field allocation. The request should include the Day of Champions, with a separate request for tournaments, COBA Playdowns and OBAS and House League playoffs.
3. The Director of Logistics and Planning will receive a Playing Field Confirmation, listing diamond availability for the coming season. This should be compared with the Application for Use to check discrepancies. Any concerns should be taken up with the Town Scheduler.

5.2 Scheduling Home Game Play for Eagles Travel Teams

1. The Directors of Logistics and Planning will provide a list with each Eagles Travel teams request for their home game day, diamond and game start time by the beginning of December. (This list should include a 2nd choice as well).
2. The Directors of Logistics and Planning will provide a letter through email for the Central Ontario Baseball Association (COBA) representative prior to the February COBA meeting, including each Head Coach's name, phone number, email address, along with the same information for the Directors of Eagles Travel Teams and the HHMBA President. **New for the 2017 season, COBA has requested a list of diamond permits for the Association and the COBA Scheduler will determine which nights of play individual teams will have.
3. Should there be any concern with the Eagles Travel Teams' scheduling the Scheduler (Director of Logistics) would be notified and will consult with the COBA Scheduler to clear up any conflicts.
4. The Director of Logistics and Planning will make sure that the Director of Umpires and Director of Technology will receive a copy immediately.
5. The Director of Logistics, Director of Umpires and the Director of Technology needs to be informed of any changes to individual team schedules.

5.3 Scheduling of Practices for Eagles Travel Teams

1. Once practice times are allotted, the Eagles Travel Team Head Coaches must contact the Director of Logistics and Planning to request changes to see if there is anything free. Only officially scheduled practice and permitted times will be recognized.

5.4 Scheduling of Tryouts for Eagles Travel Teams

1. The Director of Logistics and Planning will send a request for diamond time for Eagles Travel Team tryouts. The majority of tryouts will be scheduled for September, after Labour Day. Tryouts may take place at any diamond within the Halton Hills Boundaries, that are suitable to the given age group.
2. In instances where coaches are not chosen for a specific team, ie. Select, tryouts may need to be scheduled at a later date. The Director of Logistics and Planning will work in collaboration with the appropriate Director of Eagles Travel Teams to arrange suitable dates and locations (ie. indoor tryouts during the winter, or outdoor tryouts in the Spring).
3. Once the confirmation is received from the Town, a tryout schedule is created in consultation with the Directors of Junior and Senior Eagles Travel Teams.

5.5 Scheduling Gym Workouts for Eagles Travel Teams

1. In May, the Director of Logistics and Planning will receive an information package for requests for school use for the following October to April. Applications for the use of school facilities/gyms will be completed after consultation with the Directors of Eagles Travel Teams, as well as receiving input from the Eagles Travel Teams Head Coaches.
2. Once the confirmations are received, the Director of Logistics and Planning will inform the head coaches of Eagles Travel Teams of the available evenings, times and locations.

5.6 Scheduling House League Off-Season Training.

1. In collaboration with the Director of Player and Coach Development, dates will be determined for off-season training sessions for the house league players. Application for use of school facilities/gyms will be completed and once confirmations are received, the Director of Logistics and Planning will inform the Executive of the available evenings, times and locations.

6. Support Services

6.1 Equipment

1. Equipment will be managed and maintained by the Director of Support Services. He/she may appoint an equipment Head Coach(s) to assist. Equipment includes team bags for all house league and select teams which will be prepared and distributed prior to the start of the house league season, ensuring that all equipment in each bag is in good condition and working order.
2. Baseballs are managed and supplied to all Travel teams, adhering to requirements set out by COBA and OBA as to which types of balls are to be used at the various age levels.
3. House league equipment bags are the responsibility of the coaches during the season and are to be returned at the Day of Champs tournament as each team is eliminated. Bags will be collected at the park and returned to the office storage.
4. Field equipment will also be managed by the Director of Support services. This includes ensuring all bases and spikes, pitching machines, measuring tapes, hammers, line chalk, rakes, shovels, chalk line markers and liner machines are in working order and replaced if they go missing.
5. Inventory and orders for equipment should be completed and orders placed to ensure delivery prior to the start of the season. Generally, equipment orders over \$1000 (suggested threshold) requires at least two quotations. Preference is to use local

suppliers whenever possible, however, if prices from other sources provide significant savings, it will be acceptable to use them in certain cases.

6.2 Batting Cage Usage

1. The batting cage will be administered by the Director of Support Services. The Director may choose a Batting Cage Coordinator. The cage will be made available to the HHMBA House League, Travel Teams and the Hawks Youth teams. (The original construction of the cage came because of a collaboration between the GBA and the Kinsmen Club. The Kinsmen Club asked to have their partnership extended to the girls' softball league when the Hawks adopted operations of the Youth Division that was formerly operated by the Kinsmen Club).
2. Booking of the batting cage will take place through the HHMBA website for HHMBA teams and outside teams (Hawks, High School teams, etc) will need to connect with the Director of Support Services or his/her designate. The Expectations for the batting cage usage are outlined in a separate document and are posted on the league website.
3. Senior Eagles Travel teams will be allotted specific batting cage times each week. Junior Travel Teams, House league and Hawks Youth teams requesting batting game time will be scheduled by the Batting Cage Committee or designate.
4. The Director of Support Services should contact the President of the Hawks by April 30th to inform her of the contact information for the Batting Cage Committee contact, so she can forward the information on to the Youth Division coaches.

6.3 Batting Cage And Equipment Boxes

1. Batting cage and equipment boxes will have a lock with a numbered code on it. Coaches who use the cage will be provided the code. The code will be changed prior to the start of each season, by the Director of Support Services, and will be the same on all HHMBA locks.
2. The Director of Support Services is responsible for ensuring the equipment boxes are emptied between the end of Rep tryouts and the AGM. He/she will discard damaged equipment, return the rest to storage and complete a year-end inventory count.

6.4 Year End Celebrations (Weekend of Champions and Gala Days)

1. The Directors of House League will be responsible for engaging a Tournament Committee made up of parents, coaches, sponsors and interested Community Partners, and will be the direct contact between this committee and the Executive.
2. To wind up the end of the season in all divisions, the Executive will determine what events will be held. In 2016, the end of season included 2 Tball Gala Events, (held at MSB and at George Kennedy), a Squirrt Gala night (held at Prospect Park with a variety of stations, including a jumping castle) and a Weekend of Champions.
3. Scheduling for the Weekend of Champions will be conducted collaboratively between the the Director of Logistics and Planning and the House League Directors. The schedule should be prepared and available to coaches no later than the end of July. The schedule must be provided to the Director of Communications and Community Relations, so it can be communicated to Association Partners, the Director of Umpires, so officials can be scheduled for the games and to the Director of IT, so it can be made available online for all families.
4. The Weekend of Champions will be held on the second weekend in August with the rain date for the following weekend assuming diamond availability.
5. The Weekend of Champions will be held at the Georgetown Fairgrounds and/or Prospect Park or other available multiple diamond complexes in Halton Hills and must be requested during the scheduling of the regular baseball season.
6. All House League teams will play at least one game.
7. All players will receive an award.

6.5 Eagles Travel Tournaments

1. The HHMBA will consider hosting OBA sanctioned tournaments each year.
2. The Appointed Chairperson of Tournaments, in consultation with the Director of Logistics and Planning and the Directors of Travel Eagles will decide on the number of tournaments and the levels by January 1st and will send the application forms to the OBA along with the required payment by the OBA deadline.
3. When offering a tournament, only Major Tournaments (ie. Major Bantam) can allow Select teams to participate in the tournament. Minor tournaments cannot offer a spot to a Select team UNLESS the participating coach can provide documentation confirming that all players on his/her team are of the correct age.
4. The Chairperson-Tournaments will organize and run the “baseball” portion of the tournaments and ensure that he/she is following the guidelines as set forth by the HHMBA.
5. Other types of activities approved by the HHMBA Executive Committee, to be run in conjunction with the Tournament, may be organized by the team hosting the tournament with any proceeds generated belonging to the host team.
6. All necessary documentation required for the outside activities, ie. Health Department approval for food vending, and associated fees are the responsibility of the hosting team.
7. Information about all tournaments should be sent to the Director of Communications to extend invitations to participate to all HHMBA Sponsors.
8. Collaboration between the Tournament official and the Director of IT should also occur to ensure that the HHMBA website is used to communicate with all participants.

6.6 House League Select Tournaments

1. The HHMBA will consider hosting an Invitational Select Tournament each year.
2. The Select team involved, will work collaboratively with the Appointed Chairperson of Tournaments, in consultation with the Director of Logistics and Planning and the Directors of Travel Eagles will decide on the number of tournaments and the levels of teams that may be invited to this tournament, the number based on the amount of time and diamonds available.
3. The Chairperson-Tournaments will organize and run the “baseball” portion of the tournaments.
4. Other types of activities approved by the HHMBA Executive Committee, to be run in conjunction with the Tournament, may be organized by the team hosting the tournament with any proceeds generated belonging to the host team.
5. All necessary documentation required for the outside activities, ie. Health Department approval for food vending, and associated fees are the responsibility of the hosting team.
6. Information about all tournaments should be sent to the Director of Communications to extend invitations to participate to all HHMBA Sponsors.

6.7 House League Tournament

1. The HHMBA will consider hosting a House League tournament for age divisions Rookie ball to Bantam early in the baseball season. The Directors of House League will be responsible for engaging a Tournament Committee made up of parents, coaches, sponsors and interested Community Partners, and will be the direct contact between this committee and the Executive.
2. Information about the dates and schedule for this tournament should be provided to coaches, and sent to the players via email blast no later than the first week of regularly scheduled games.
3. The tournaments may be used for exhibition, to balance the teams after the draft and before regular season play, or to be counted towards regular season play. If the tournament is to be counted towards regular season play, the tournament should be held

after the team rosters are finalized and all teams are balanced.

6.8 Public Relations

1. The Director of Communications and Community Relations is responsible for the Public Relations of the league. He/she will engage Sponsors and Community Partners within activities of the league. He/she is responsible for promoting the league through use of various mediums, including Social Media and local newspapers.

6.9 Reporting

6.10 Photography

1. Photo requirements:

- a. All teams, House League and Travel, are provided a team photo. The Director of Support Services will develop a schedule that allows an opportunity for all teams to participate.
- b. Team photos must include the individual team's sponsor's logo as well as the HHMBA logo. The logos may be a part of the photo taking process (ie. professionally printed sign containing the logo) or superimposed on the photo during the processing process.
- c. Each House League sponsor will receive a placked copy of the team picture of their sponsored team. The Director of Community Relations is responsible for ensuring that these plaques are delivered to the sponsors.
- d. The Director of Community Relations will ensure that the sponsor is aware of when the team picture is taking place, inviting them to be a part of their team photo.

2. Picture Day(s)

- a. The date(s) of Picture Day will be set by the Director of Support Services in consultation with the Photo Day(s) Coordinator by February 1st. There may be a need to set multiple picture days, dependent on the number of teams and registration. (this too will be determined by the Director of Support Services in consultation with the Coordinator).
- b. Information about Picture Day(s), including dates, will be included in the coach's information package handed out at the HHMBA Information Evening and Draft.
- c. The Director Support Services or designate will work with the selected photography partner to ensure that photos are distributed to convenors/coaches/players as early in the season as is feasible.
- d. Fundraising type activities may take place on Picture Day, dependent on adequate volunteers and approval from the HHMBA Executive Committee.

6.11 Systems

1. The Director of Technology will be responsible for all systems for the Association. Databases will be set up and maintained as required.
2. A HHMBA web page will be updated and maintained. Content of the website will be managed by the Director of Communications and Community Relations, while the system and communication with the website provider will be managed by the Director of Technology..
3. Required software programs will be developed and/or purchased, and adequate safeguards will be in place to protect HHMBA electronic information.

7. Baseball

There are 2 divisions of House League teams with a Director responsible for each. Junior House League Baseball consisting of, but not limited to Blastball, T-Ball, Squirt, and Rookieball. Senior House League consists of, but not limited to Mosquito, Peewee, Bantam, Midget and Junior. Similar divisions are used

for Eagles Travel teams and the Director of Junior Travel Teams and Senior Travel Teams. Any questions concerning the policies in this section should be directed to the Director responsible for the appropriate division.

7.1 Code of Conduct

HHMBA has Codes of Conduct for Coaches, Players, Parents and Spectators. Foul language or taunting at any level by the players, parents, Head Coaches, or coaches will not be tolerated. Any spectator, player, Head Coach or coach that is warned is subject to being ejected from the premises and banned from the complex for additional games and ultimately removal from the HHMBA. In extreme circumstances, the Town of Halton Hills Zero Tolerance Policy will be followed and appropriate actions as stated within this document will be followed (involvement of Town of Halton Hills staff or Halton Regional Police) <http://www.haltonhills.ca/policies/pdf/ZeroTolerancePolicy.pdf>. These Codes of Conduct apply to all players, both House League and Travel, their parents, coaches and spectators at all games, practices and other HHMBA events.

If everyone acts within the guidelines of the Codes of Conduct a fun and memorable experience will be had by all.

Player Code of Conduct

As a player in HHMBA II understand that I am expected to abide by the Player's Code of Conduct guidelines described below:

- I will respect the game, my teammates, my coaches and the umpires.
- I will never argue an umpire's call.
- I will not make comments to an umpire from the field or bench.
- I will never argue a coach's decision.
- I will settle disagreements with coaches and other players in a confidential / private manner after games and practices and away from other players.
- I will never fault other players when mistakes occur.
- I will always listen to and look at a coach while they are talking.
- I will always be in control of my temper.
- I understand that swearing, throwing equipment (bats and helmets) or any other actions that detract from the game will result in immediate removal from the game and possible suspension from the league.
- I will work hard for myself and my team.
- I will take pride in myself and everything I do on the ball field.
- I will make every effort to maximize my playing ability.
- I will lead by being an example for my teammates.
- I will ALWAYS play by the rules.
- I will always show up on time for games and practices.

Coaches' Code of Conduct

As a Head Coach or coach of a HHMBA team, I hereby pledge to provide positive support, care, and encouragement for each child participating in the HHMBA by following this Code of Conduct:

- I will encourage good sportsmanship by demonstrating positive support for all children, Head Coaches and coaches (including those of an opposing team). This applies to every game, practice, or any other Halton Hills Minor Baseball Association event.
- I will encourage good sportsmanship by demonstrating positive support for all umpires, league officials and parents at every game or event.
- I will place the emotional and physical well being of all children on all teams ahead of any personal desire to win.

- I will ask my players to treat all other players, coaches, umpires, league officials, and parents with respect.
- I promise to help my players enjoy HHMBA games by being respectful to all players, coaches, umpires league officials, and parents.
- I will insist that my players are in a safe and healthy environment.
- I will demand a drug, alcohol, and tobacco-free sports environment for my players and agree to assist by refraining from their use at all HHMBA games, practices and events.
- I will remember that HHMBA baseball is for children and not for adults.
- I will do all I can to make the game fun and safe for all the children involved in HHMBA.
- I understand that HHMBA is a volunteer organization that requires all parents to participate in activities, such as field preparation, umpiring, snack-bar duty, and scorekeeping. I therefore agree to enlist the support of all the parents of my players in this effort.
- I agree to be trained in the responsibilities of being a HHMBA Head Coach or Coach, including attending all Head Coach meetings and training clinics.

No person involved with the Halton Hills Minor Baseball Association may use or consume alcohol products at any HHMBA event or site. Penalty for this will be immediate ejection for offending players, coaches and Head Coaches. The penalty for an offending umpire may be loss of accreditation.

As of January 1, 2015, smoking is no longer allowed at publicly-owned outdoor sporting areas, spectator areas, sporting areas and public areas within 20 metres of any point of the edge of any point of the edge of the sporting area or spectator areas. (Smoke-free Ontario Act).

Players, Coaches, Head Coaches are expected to adhere to the Constitution, Bylaws, Rules and Regulations and Policies and Procedures of the Halton Hills Minor Baseball Association (HHMBA), the Central Ontario Baseball Association (COBA), the Ontario Baseball Association (OBA) Baseball Canada and any other Association with whom they may play. The penalties for non-adherence are clearly stated within each Constitution and within the playing rules for the HHMBA, COBA, OBA, and Baseball Canada

7.2 Travel Eagles

7.2.1 Conduct

1. Players, Coaches, and Head Coaches are required to adhere to the Constitution, Bylaws, Rules and Regulations and Policies and Procedures of the Halton Hills Minor Baseball Association (HHMBA), the Central Ontario Baseball Association (COBA), the Ontario Baseball Association (OBA), Baseball Canada and any other association with whom they may play. The penalties for non-adherence are clearly stated within each Constitution and within the playing rules for the HHMBA, COBA, OBA, and Baseball Canada.

7.2.2 Fair Play on Eagles Travel Teams

1. It is implicitly understood that players on Eagles Travel teams may not see equal playing time due to the range of skills of players and the needs of each team. The HHMBA, however, does believe that each Eagles Travel player should be allowed "Fair Play," Coaches are reminded to refer to COBA and OBA guidelines regarding minimum playing time.

7.2.3 Recruitment of Head Coaches for Eagles Travel Teams

1. Each prospective Head Coach will apply in writing or email. This application may be handed to either of the Director-Eagles Travel Teams or the President of the HHMBA or mailed to the HHMBA at PO Box 236, Georgetown, Ontario L7G 4Y5.
2. Applications for the position of Head Coach of an Eagles Travel team must be received on or before August 1st. Lack of Head Coach applications will not affect the tryouts for that division.

3. The Board of Directors must approve all HHMBA Head Coaches prior to them being offered the position.

7.2.4 Selection of Head Coaches for Eagles Travel Teams

1. All Eagles Travel Head Coaches must have OBA approved coaching certification (NCCP) or be willing to obtain it before the season begins.
2. All prospective Eagles Travel Head Coaches and coaches will be asked to sign a form ensuring that they will provide the HHMBA a copy of his/her police security clearance by January 1st.
3. All prospective Head Coaches, after making formal application, will be interviewed during the month of August by a Selection Committee **Interviews for Elite programs will occur in the month of July.**
4. The Selection Committee is typically comprised of the Director of Senior Travel Eagles, Director of Junior Travel Eagles and the Director of Player and Coach Development. Additional members can be added if the Committee deems it necessary to do so, or alternate members can be substituted if original members cannot attend or if there could be a perceived conflict. As a best practice, individuals with children in the age group of the interview should not be a part of the Selection Committee for that age group and should avoid interviewing any candidates for that age group.
5. Head Coaches will be selected in August and notified as to their designation the week immediately following Board Approval.

7.2.5 Sanctioning and Placement of Eagles Travel Teams

1. Eagles Travel team is comprised of a minimum of 12 players in the appropriate age level with Coaching staff in place will be eligible for sanctioning at the regular October HHMBA Executive Committee meeting.
2. Minor and Major teams in the same division with less than 10 players trying out for each team may request that the HHMBA sanction a mixed age level team. This written request must reach the Directors of Eagles Travel Teams at least 7 days before the regular October HHMBA Executive meeting.
3. Head Coaches must submit in writing their roster and selection for coaching staff or any changes to their coaching staff to the Directors of Eagles Travel prior to December 1.
4. A **final** roster comprised of a minimum of 12 players of the appropriate age level, with Coaching staff, must be in place by April 1st. Teams with less than the minimum number of players must inform the appropriate Director of Eagles, in writing about the reasons why they are not meeting the minimum number of players and their action plan to meet the minimum requirements. All rostered players must be paid in full by the deadline set by the current Association Executive and the League website.
5. Placement of teams in particular leagues or loops will be determined by the Director of Eagles Travel Teams in consultation with the Head Coach of the team. Placements must be approved in writing by the Directors of Eagles Travel Teams and submitted to Central Ontario Baseball Association as required.

7.2.6 Tryouts for Eagles Travel Team Players

1. Tryouts for Elite teams will take place in July and will be completed before September for the coming season.
2. Tryouts for Representational teams will be held during the month of September and will be completed by November 1st. September tryouts will be scheduled by the HHMBA and any tryouts in October will be scheduled by the Head Coaches. Gym space in local schools will be available for workouts starting in January.
3. Tryouts for Select and COBA Select programs will take place after the Elite and Representational team tryouts.

4. All players must register for the tryouts online at haltonhillsminorbaseball.com in advance of the first scheduled tryout.
 - a. Online registration will close approximately one the week following Labour Day.
 - b. For any out of town player wishing to try out for an Eagles rep team, all required releases or permission to tryout will be required to be handed in at the appropriate tryout venue before you will be allowed to participate.
 - c. Families arriving at the diamond without registering on line prior to attending the tryout will be asked to register from the diamond via their personal devices.
5. There will be a \$20.00 outdoor tryout fee for each player that must be paid online. Families arriving at the diamond without paying their registration fee online, will be required to pay an increased registration fee in cash to the Head Coach or his/her designate.
6. All players trying out for a travel team must follow clothing guidelines as set by the Association for the current year. At the initial tryout session, each player will receive a numbered tryout t-shirt and a "Welcome to Eagles Nation" letter will be handed out. The Letter allows the Head Coach to communicate the program's goal and expectations and outlines the anticipated team costs for the season. ie. No Travel team uniform or Sanctioned HHMBA Tryout shirt.

7.2.7 Selection of Eagles Travel Teams Players

1. All Tryouts should follow the "Halton Hills Minor Baseball Travel Team Guidelines" as set out by the Directors of Travel teams. This document outlines:
 - a. Registration process
 - b. Payment expectations
 - c. Tryout process and expectations
 - d. Team structures
 - e. Any other pertinent information to the Travel Team selection process.

7.2.8 Call Ups for Eagles Travel Teams

1. Call ups from other Eagles Travel Teams or registered House League teams may be made in the case of a roster shortage or a position shortage (ie. No catcher).
2. Players who are on the team roster must be played before players who are called up, unless playing position does not allow.
3. On each occasion that a player is to be called up, a request must be made to the Head Coach of the team on which that player is a roster member. Players may be called up from the next lower Eagles Travel age division (ie. Pee wee to Bantam). A player may not be called up if his/her team has a regularly scheduled game on the same evening or day.
4. The same House League/Alternate Player should not be called up for more than 3 regular leagues games or one tournament, unless signed to the team roster as an Additional Player.
5. No player will compete in an OBA sanctioned tournament until registered with the OBA.

7.2.9 Uniforms for Eagles Travel Teams

1. Players' uniforms will be provided by the HHMBA as part of the league fees paid to the Association. The HHMBA will also purchase uniforms for 3 Coaches/Head Coaches per team. Additional uniforms must be paid for by the individual team.
2. All Eagles Travel team players, Head Coaches and coaches must wear the official Eagles uniform as specified by the HHMBA Executive Committee. The official uniform will be approved by the HHMBA Executive Committee meeting, and specifics will be given to the Head Coaches of all Eagles Travel teams after the meeting.
3. Uniform bids are placed out for tender and as such, once an official provider is chosen for the current year, teams are NOT to go to competitors to purchase additional pieces

- without written permission of the HHMBA.
4. Head Coaches allowing their team to wear altered uniforms without written consent of the HHMBA will be suspended from his/her duties for the following games for each infraction.
 5. The HHMBA logos cannot be used for any other use without prior approval of the Director of Support Services.

7.2.10 **Player Releases - Eagles Travel Teams**

1. Any Halton Hills player wishing to play in another centre must first secure a release from HHMBA through the Director of Eagles Rep. Releases will not be given once a player has committed and signed a HHMBA roster. Please refer to the Player Releases section for more information.
2. Any player who is a resident of Halton Hills at the time tryouts are held but does not attend tryouts, is not eligible for a HHMBA team. This would not apply to new Halton Hills residents who move into Halton Hills after tryouts have been completed.
3. Players who are offered a spot on a Halton Hills team, but do not wish to accept it in order to play for the lower level team will not be granted a release to tryout for another association.
4. The HHMBA will accept requests for releases from the HHMBA once all tryouts for HHMBA teams have been completed, cuts have been made and all players have been notified.
5. Players over the age of 18, or the parent/legal guardian of a player under the age of 18 may request a release from the HHMBA. This signed, written document must be submitted to the Directors of Eagles Travel Teams in person, via email, or by mail to HHMBA, PO Box 236, Georgetown, Ontario, L7G 4Y5.
6. Each request for release will be dealt with on an individual basis by the HHMBA. A committee formed of the Director-Eagles Travel teams, in consultation with the Team Head Coach for that age group will make the decision concerning the release of a player.
7. The decision will not be made for at least 7 days from the receipt of the request to allow for adequate time to research the request. All pertinent information regarding the request should be considered the committee will inform the HHMBA Executive Committee about the decisions concerning releases at the next HHMBA Executive Committee meeting and a written reply sent to the player or parent.
8. Pending denial of a requested release, a player over 18 years of age or a parent of the minor aged player may appeal the decision to the HHMBA Executive Committee.

7.2.11 **Eagles Travel Teams' Finances**

1. Each Eagles Travel team will use and maintain a bank account for all financial transactions. Each account must have a minimum of two **unrelated** signing officers. The Head Coach of the team is responsible for the Team budget and maintaining records. Documentation of the signing officers and financial institution information must be reported to the HHMBA League Treasurer.
2. Records of all income and expenses for the team must be kept and a report of income and expenses together with copies of bank statements will be provided to the HHMBA Treasurer. These reports will cover the period of October 1 to September 30th. This will be due no later than October 15th of each year.
3. The Head Coach of any team who does not provide the reports and copies of bank statements for the period ended September 30th of each year may not be considered for selection for the following year until such a report is received by the Treasurer. The Head Coach of any team who does not provide reports and copies of bank statements for the end of the season may not take part in any team events until such report is received by the Treasurer.

4. Teams may not carry over funds to the following year*. Any remaining funds must be refunded to team members over the age of 18 years or parents of the team members under the age of 18 years on an equal basis. (*Exception to this rule are teams that are planning a major trip and are saving for a multi-year plan. Coaches must notify players, in writing, that fundraising efforts will be held in a separate account for the purpose. The League Treasurer must be included on this email).

8 Umpires

8.1 Umpire Registration

1. Potential Umpires must complete an OBA Umpire Clinic before they will be allowed to officiate at a HHMBA hosted game. The Director of Umpires may set guidelines for the required age and Baseball Ontario level required for Umpires working in the House League system.
2. Umpires who have siblings within the HHMBA should not be scheduled to umpire games that their sibling is playing in, to avoid any perceived conflict of interest.

8.2 Umpire Clinics

1. All umpires must either renew or upgrade their Baseball Ontario certification each year, Attendance at a Baseball Ontario Level 1 or Baseball Ontario Level 2 Umpire Clinic or a Level 3 Baseball Ontario approved clinic is required, with a minimum passing mark set by Baseball Ontario and/or the HHMBA Director of Umpires.

8.3 Umpires Uniforms and Equipment

1. All umpires will be required to wear the appropriate umpire attire as specified by the HHMBA, COBA, Baseball Ontario, and Baseball Canada.
2. Umpires require a chest protector and an umpire face mask. All umpires should purchase a whisk and indicator; shin protectors and black safety shoes are optional, but recommended.
3. Umpires may purchase their own equipment or use HHMBA provided umpire equipment. All borrowed HHMBA equipment must be returned to the Association prior to the issuing of the final paycheque of the season. Umpires are responsible for reimbursing the Association for any lost or damaged equipment (due to neglect) at the cost of \$50 per mask and \$90 per chest protector.

8.4 Playing Rules

The Umpire in Chief/Director of Umpires will provide any report filed on any Head Coach, coach or player to the HHMBA Executive Committee, as well as COBA Umpire in Chief.

8.4.1 Eagles Travel Teams Playing Rules

1. Eagles Travel games are governed by Baseball Canada, Baseball Ontario, and then COBA Rule books, in that order.
2. All Head Coaches of Eagles Travel teams will receive the HHMBA Playing Rules, the Baseball Ontario Rule book and the Baseball Canada rulebook as they become available.

8.4.2 Interpretation of Eagles Travel Teams Playing Rules

1. Any questions concerning the interpretation of the rules during Eagles Travel teams games should be directed to the Director of Umpires or the Umpire-In-Chief. The Director of Umpires will contact the Umpire-In-Chief for COBA, the Umpire-In-Chief for Baseball Ontario or the Umpire-In-Chief for Baseball for Baseball Canada for further information if necessary.

8.4.3 House League Playing Rules

1. House League games are governed by the Halton Hills Minor Baseball Association playing rules (HHMBA) (or any other Association with whom they may play's rules, ie. BOMBA) , Baseball Ontario and Baseball Canada Rule books, in that order. League specific rules are posted on the HHMBA website for the umpire's reference.
2. All coaches of the House League teams will receive the playing rules applicable to the division that they are coaching in.
3. Recommendation for changes and additions to Playing Rules must be submitted to the Director of House League Junior Baseball or Director of House League Senior Baseball by February 1st.
4. The Directors of Junior or Senior Baseball will submit the recommended rules to the Director of Umpires by March 1st.
5. The Director of Umpires will authorize distribution of the final version of rules to the umpires, coaches and players. Rules will be posted on the League website for future reference.

8.4.4 Interpretation of House League Playing Rules

1. Any parent who wishes an interpretation of the rules should contact their team coach. Should further information be required, the coach will contact the League Convenor.
2. If a coach and League Convenor would like clarification of a rule, they should consult the Director of Umpires for a final decision regarding the House League rules.

8.4.5 Administration and Scheduling of Umpires

1. The Director of Umpires shall enter all umpires, their ability perimeters and league schedules into scheduling database (assignr.com).
2. An email is sent through the system to have umpires log on and enter their availability into the system.
3. Games are scheduled through the system according to skill level and availability.
4. On the last day of the month from May-September, the Director of Umpires should run a report through the assignr.com program, summarizing the umpire payroll and send it electronically to the HHMBA Treasurer, to have payment process for work completed.
5. Final pay cheques are not distributed to umpires until borrowed equipment is returned.